

Guidance Document

G1293 Completion of Premises post investment surveys and update of ellipse asset register using ESTEEM

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MAYOR OF LONDON



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1 Purpose

- 1.1 The purpose of this document is to provide guidance on the completion of a post investment survey of premises assets as a part of project completion and handover.

2 Scope

- 2.1 A survey using ESTEEM is a mandatory requirement for any project which impacts on Premises assets in order to update both the asset condition record in the ESTEEM data warehouse and the asset register held in ellipse.

3 Guidance

3.1 What is “ESTEEM for premises assets”?

ESTEEM is an integrated data collection, validation, storage and reporting system for premises assets. It consists of a handheld for data collection, a data governance layer for change control and data validation, a data warehouse for storage and reporting and a whole life cost forecasting tool, . The handheld provides capability for collecting data on premises assets, their dimensions, fabric types, condition and defects, including photographic, data, sketches and notes. A range of standard reports can be produced from the data warehouse including a report which ensures the ellipse premises asset register is updated with any changes delivered by the project.

3.2 Roles and responsibilities – Delivery of an ESTEEM survey

- 3.2.1 The role of the Project Manager is to assign an ESTEEM trained Station Premises Inspector the task of carrying out an inspection of any premises asset impacted by their project. The inspection should be carried out following the completion of the premises work.
- 3.2.2 The Stations Premises Inspector will be issued with a handheld by the Station Inspection Manager in APD, which will contain a work file containing a download of the last recorded survey of that station. The Stations Inspector completes the site survey and using the handheld updates any changes to the previous record.
- 3.2.3 The work file is uploaded back up into the ESTEEM data governance layer, where it is checked and approved by the APD Stations Inspection Manager, before being published and sent to the data warehouse.
- 3.2.4 Approval of the changes publishes data so as it will appear in the Ellipse asset register change report. The MAID signature sheet (appendix A) is a record that the survey has